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What's Emergent?

DCF Change to Core Working Hours:

DCF's Office of Human Resources distributed an all-staff email on October 14, 2021, regarding "DCF Change to Core Working Hours." As noted in this email, DCF has received permission from the Civil Service Commission to expand core hours of operation, which will allow some staff to stagger their work hours between 7 a.m. and 7 p.m. Please see below regarding a new policy issuance and form to request a change to core working hours.

- [DCF-III-A-1-100](#), **DCF Core Office Hours of Operation**: this new Department-Wide issuance establishes policy and procedure to provide employees the opportunity to request and establish set schedules within a range of core work hours, subject to management's approval. This policy is voluntary and shall be applied to divisions and agencies of the Department that can accommodate this scheduling in accordance with their operations. Some staff in divisions, units and offices may not be eligible, depending on their role.
- [CPP-III-A-1-100-Att1](#), **Department of Children and Families, Employee Work Hours Change Request Form**: this new form allows DCF employees whose core hours are 9 a.m. to 5 p.m., to request a start time between 7 a.m. and 11 a.m. and an end time between 3 p.m. and 7 p.m. Start and end times must be on the half-hour (for example, 7 a.m., 8:30 a.m., and 4 p.m., 4:30 p.m., 7p.m). **Note:** New work hours are effective only upon the date identified by DCF Office of Human Resources in its notification to the employee that the request has been approved. As indicated above, not all staff will be eligible.

Please direct any questions regarding this notice to your direct supervisor or the Office of Human Resources at dcfhumres@dcf.nj.gov.

Kinship Placements:

Per the Policy Update distributed on October 4, 2021, regarding legislation to facilitate the Department of Children and Families' (DCF) strategic priority of increasing kinship placements, DCF continues to update our policies and forms to reflect this legislation.

Please take the time to review these changes, and if you have questions, please talk with your supervisor.

Below are additional forms impacted by this law:

- [CP&P Form 4-5](#), **Kinship Legal Guardianship Assessment**, and [CP&P Form 4-5a, 4-5b, and 4-5c](#) **Certification of Completed Background Checks for Kinship Legal Guardianship**.

What's Revised?

Forms

- CP&P Forms [26-25a\(S\)](#) and [26-25b\(S\)](#), **Case Plan Family Agreement (Family Team Meeting)**, and [26-26a\(S\)](#) and [26-26b\(S\)](#), **Case Plan Family Agreement (Developed With Family Without Team)**: the aforementioned forms have now been translated into Spanish to match the revised English versions.

Click [here](#) to view *Policy Updates*

If you have any questions, please contact the Office of Policy and Regulatory Development at policy@dcf.nj.gov or 609-888-7030.

Search Update:

The New Jersey Department of Children and Families has temporarily converted our Policy Manual search engine to utilize Google search. Users can search exclusively within the DCF Policy Manual by either typing in a keyword, policy or form title, or policy or form citation by selecting "Search DCF Policies" found throughout the Policy Manual in the Related Links shortcut box. Your search results will appear in a new Google search window. For any questions accessing Department Policies or Forms, please contact policy@dcf.nj.gov for assistance.